



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, NOVEMBER 5, 2025
9:00 A.M.

LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA



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- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:15 a.m. on Wednesday, November 5, 2025. Present were Chairman Stewart Gentry, Vice Chairman D. Scott Hughes, Commissioners Candes Carter, Dr. Thomas Grimstad, Craig Netteterville, Jo Ann Nixon, and Codi Plaisance.

- Opportunity for Public Comment (No Attachment)
No requests received from the public to address the commission.

On motion duly made, seconded, and passed; the Commission took the specified action as listed for each of the requests listed below:

- 1) Consideration of the **Minutes** of the Commission meeting held October 1, 2025. **The Commission unanimously approved the minutes as written.**
- 2) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (details contained in General Circular Number 2025-043)
 - Public Comments

The Commission conducted a public hearing to consider proposed changes to the Classification and Pay Plan and provided opportunity for public comments, to which there were none.

On motions duly made, seconded, and unanimously passed, the Commission approved the pay plan proposals for Exhibits A and B, being contingent upon the Governor's approval, and ratified Exhibit C. Also, the Commission granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval.

- 3) Request of the **Department of Public Safety and Corrections, Corrections Services - Louisiana State Penitentiary**, to exempt from the classified service one (1) Principal position, in accordance with State Civil Service Rule 4.1(d)2, effective November 5, 2025, through March 3, 2027. **The Commission unanimously granted the request.**
- 4) Request of the **Department of Public Safety and Corrections, Public Safety Services - Office of State Fire Marshal**, to exempt from the classified service, one (1) Fire Chief position in accordance with State Civil Service Rule 4.1(d)2, effective November 5, 2025, through November 4, 2029. **The Commission unanimously granted the request.**

- 5) Request of the **Louisiana Department of Culture, Recreation, and Tourism, Office of the Secretary**, to exempt from the classified service, one (1) Assistant Director position in accordance with State Civil Service Rule 4.1(d)2, effective November 5, 2025, through June 30, 2028. **The Commission unanimously granted the request.**
- 6) Request of the **Louisiana Department of Environmental Quality** to exempt from the classified service one (1) Special Project Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective November 5, 2025, through November 4, 2029. **The Commission unanimously granted the request.**
- 7) Request of the **Louisiana Department of Health, Office of the Secretary**, to extend authority to exempt from the classified service, one (1) Executive Director position, in accordance with State Civil Service Rule 4.1(d)2, effective November 6, 2025, through November 5, 2029. **The Commission unanimously granted the request.**
- 8) Request of the **Louisiana Department of Health, Office of the Secretary**, to exempt one (1) Executive Officer position from the classified service in accordance with State Civil Service Rule 4.1(d)2, effective November 5, 2025, through November 4, 2029. **The Commission unanimously granted the request.**
- 9) Request of the **Louisiana Department of Health, Office of the Secretary**, to exempt one (1) Project Coordinator position from the classified service in accordance with State Civil Service Rule 4.1(d)2, effective November 5, 2025, through November 4, 2029. **The Commission unanimously granted the request.**
- 10) Request of the **Louisiana Department of Health - Office of the Surgeon General**, to exempt from the classified service, four (4) positions for Emergency Services, in accordance with State Civil Service Rule 4.1(d)2, effective December 1, 2025, through November 30, 2029. **The Commission unanimously granted the request.**
- 11) Request of the **Office of Juvenile Justice** to extend the authority to exempt from the classified service, one (1) Instructor position in accordance with State Civil Service Rule 4.1(d)2, effective November 3, 2025, through July 22, 2028. **The Commission unanimously granted the request.**
- 12) Request of the **Department of Public Safety and Corrections, Corrections Services**, to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective November 5, 2025. **The Commission unanimously granted the request.**
- 13) Request of the **Louisiana Department of Revenue** to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective November 5, 2025. **The Commission unanimously granted the request.**
- 14) Request of the **Louisiana Department of Revenue** to amend an Advanced Degree Policy in accordance with State Civil Service Rule 6.16 (h), effective November 5, 2025. **The Commission unanimously granted the request.**
- 15) Request of the **Louisiana Department of Environmental Quality** to establish a Premium Pay policy for Environmental Scientist job titles in accordance with State Civil Service Rule 6.16(a), effective November 5, 2025. **The Commission unanimously granted the request.**
- 16) Request of the **Department of Public Safety and Corrections, Public Safety Services-Office of State Fire Marshal**, to amend a Special Entrance Rate policy for Architect job titles in accordance with State Civil Service Rule 6.5(b), effective November 5, 2025. **The Commission unanimously granted the request.**

- 17) Request of the **Alexandria Housing Authority** to extend the job appointment of Eddie Waller, Maintenance Foreman, in accordance with State Civil Service Rule 23.5(a), effective November 8, 2025, through November 7, 2029. **The Commission unanimously granted the request.**
 - 18) Request of the **Louisiana Department of Wildlife and Fisheries – Office of Wildlife (LDWF)** for authority under the provisions of State Civil Service Rule 23.6(a) and (b) to allow Mark Cambre, classified WAE Planner/Estimator, to work up to 2,080 hours within the 12-month appointment period and to allow reappointment after exceeding the 1,245 hours in a 12-month appointment period, effective November 5, 2025. **The Commission unanimously granted the request. This approval does not cover any hours worked in excess of 1,245 prior to the Commission date of November 5, 2025.**
 - 19) Report on **State Civil Service** Rule 6.16(a), Premium Pay policies, up to \$2.00 per hour, for all hours worked, approved under the Director’s delegated authority. **Director Decoteau provided a summary of premium pay policies, up to \$2.00 per hour, approved under the Director’s delegated authority.**
 - 20) **State Civil Service** Rule 6.5(c) and 6.5(g) Exceptions **Director Decoteau informed the Commission that 35 total exceptions under State Civil Service Rules 6.5(c) and 6.5(g) were granted between June 11, 2025, through October 24, 2025.**
 - 21) Request from the Director of **State Civil Service** for consideration of delegated authority to approve furloughs exceeding 240 hours under Civil Service Rule 17.8 (c) and (d). **The Commission delegated to the Director the authority, under Civil Service Rule 17.8(c) and (d), to approve furloughs without pay exceeding 240/450 hours when there is not sufficient time between the end of the previously approved furlough and the next scheduled Commission meeting. Under this delegation, the Director may approve only the number of hours necessary to extend the furlough until the next Commission meeting, at which time the Commission would act on any additional hours.**
- **Director’s Report**
 - **The Department will promulgate the following rule proposals by November 7, 2025, for consideration by the Commission at their December 3, 2025, meeting:**
 - Chapter 1 and 11: Leave for the State Guard
 - Chapter 13, 16, and 26: Attorney Fees
 - Chapter 2: Use of digital signatures
 - Chapter 3: Affirmative Action Plans
 - **The Civil Service Constitutional amendment related to Senate Bill 8 (Act 223) of the 2025 Regular Session will be on the May 16, 2026, ballot.**
 - **Each Commissioner received the following reports:**
 - [State Civil Service Annual Report](#)
 - [Annual Report on Turnover for Fiscal Year 2025](#)
 - **Annual Pay Reporting Fiscal Year 2025**
 - **Louisiana Legislative Auditor Report: Department of State Civil Service (Financial Audit Services) Issued October 1, 2025**
 - **Louisiana Legislative Auditor Report: Trends in Government Staffing (Department of State Civil Service-Performance Audit-Informational Report) Issued October 12, 2025**
 - **The Commission will conduct a public hearing on the appeal of *Troy Humphrey vs. Department of Education*, Docket No. S-19027 at 1:00 p.m. on Wednesday, November 5 and at 9:00 a.m. on Thursday, November 6.**

- Consideration of a motion to *recess/adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals and to discuss Personnel Matters. (All Commissioners to verbally vote.)

On motion duly made, seconded, and unanimously passed, the Commission agreed to recess for executive session to consider Applications for Review of Civil Service Appeals and Personnel Matters.

There being no further business, the meeting adjourned at 10:33 a.m. on November 5, 2025.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

J. Stewart Gentry, Chairman